

15 FAM 930

POST ADMINISTRATION AND RESPONSIBILITIES

*(CT:OBO-43; 02-28-2014)
(Office of Origin: OBO)*

15 FAM 931 PRINCIPAL OFFICER AND DEPUTY PRINCIPAL OFFICER

(CT:OBO-43; 02-28-2014)

- a. The principal officer *at each post* has overall responsibility for the safety and health of post employees. The deputy principal officer *at each post* is the designated post safety and occupational health administrator (*referred to as* the "administrator" *in this subchapter*) and is responsible for ensuring that post safety and health and environmental programs are funded, implemented, and functional in accordance with Department *of State* policies. The administrator must ensure that post implements a safety, health and environmental management program.
- b. The administrator appoints a post occupational safety and health officer (POSHO) to carry out day-to-day safety, occupational health, and environmental program management and implementation. This person will be a Foreign Service officer or specialist *assigned to post and usually employed in* the *management section*. The administrator ensures that the POSHO attends (or has attended) the POSHO seminar (or equivalent training) sponsored by *the Office of Safety, Health, and Environmental Management (OBO/OPS/SHEM)* within one year of being assigned safety and health duties. *If the assigned POSHO curtails, transfers, or otherwise permanently departs post, another qualified individual must be immediately assigned POSHO responsibilities.*
- c. The administrator promotes and supports the SHEM program and ensures that the annual budget contains adequate funding for the program, including POSHO training and identified hazard abatements.
- d. The administrator ensures that safety and occupational health is a critical job element of the POSHO, supervisors, and other individuals having responsibilities in this area.
- e. *If required due to post size or operational footprint, an assistant POSHO may also be designated.*

15 FAM 932 POST OCCUPATIONAL SAFETY AND HEALTH OFFICER (POSHO)

(CT:OBO-43; 02-28-2014)

The *POSHO* and *assistant POSHO* *manage* the post safety, health, and environmental management (SHEM) program, which must meet the requirements of 15 FAM 960 and other related Department *of State* requirements. The POSHO develops the post administrative procedures and budget necessary to meet SHEM program requirements, goals, and objectives. The POSHO collaborates with various post organizations, including human resources (HR) and the health unit, to insure effective implementation of safety and health requirements.

15 FAM 933 POST OCCUPATIONAL SAFETY, HEALTH, AND ENVIRONMENTAL MANAGEMENT (SHEM) STANDING COMMITTEE

15 FAM 933.1 Purpose

(CT:OBO-43; 02-28-2014)

The administrator should establish a standing committee to assist in coordinating the SHEM program. The committee facilitates a team approach in dealing with safety, occupational health, and environmental issues; helps to establish program goals and objectives; and facilitates communications.

15 FAM 933.2 Organization and Membership

(CT:OBO-43; 02-28-2014)

- a. Each post having more than 25 employees (including *locally employed staff (LE staff)* and personal services contractors) should establish a post safety, health, and environmental management standing committee. The committee should meet at least semiannually. The POSHO will maintain meeting minutes and distribute copies to each member.
- b. Committee members are:
 - (1) The deputy chief of mission (*the administrator*), who serves as chairman;
 - (2) The POSHO, who serves as executive director;
 - (3) A management officer;
 - (4) A human resources officer;
 - (5) The regional medical officer or Foreign Service nurse practitioner; and
 - (6) The regional security officer.

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U.S. Department of State Foreign Affairs Manual Volume 15
Overseas Buildings Operations

- c. *Other employees may* be members, such as a representative of the labor organization holding exclusive recognition at the particular location, or other Agency representatives.
- d. A unit safety and health committee may be organized in those instances where a unit safety officer has been designated, consistent with the applicable provisions of any collective bargaining agreement covering Agency employees.

15 FAM 933.3 Objectives and Functions

(CT:OBO-43; 02-28-2014)

The committee:

- (1) Assists the administrator in planning and executing Department *of State* policies and requirements abroad related to loss control, including safety, occupational health, and the environment, and reviews and updates the plan annually;
- (2) Integrates safety, occupational health and environmental management into the post's management system, including the delegation of activities and functions as appropriate;
- (3) Monitors progress in meeting goals and objectives; and
- (4) Reviews annual mishap statistics and uses data to establish or modify program goals and objectives.

15 FAM 934 SUPERVISORS

(CT:OBO-43; 02-28-2014)

Supervisors will furnish employees a place of employment free from recognized hazards that can cause death or serious harm. They must comply with safety and occupational standards and ensure that timely action is taken to correct unsafe or unhealthful working conditions or practices. Supervisors are responsible for ensuring that:

- (1) Employees are provided the correct tools and equipment to conduct *their jobs* safely;
- (2) Employees are instructed in the *proper* use of these items;
- (3) Applicable safety and health procedures are observed in the workplace; and
- (4) Mishaps are reported promptly to the post occupational safety and health officer (POSHO). The human resources office (HR) is advised when workers compensation claims are required and the health unit is notified when injury/illness is involved.

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U.S. Department of State Foreign Affairs Manual Volume 15
Overseas Buildings Operations

15 FAM 935 CONTRACTORS, GRANTEES, AND OTHER ENTITIES

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- a. Contractors involved in OBO-sponsored construction activities will abide by standards in the U.S. Army Corps of Engineers Safety and Health Requirements Manual (see 15 FAM 955). Contracting officers and administrators must clearly define requirements. Other entities conducting projects or programs abroad that are funded or supported by the Department of State must provide their employees with safe conditions of employment in accordance with standards specified in this directive.
- b. In all cases, contractor operations and activities, whether sponsored by the post or another Department of State organization, should be closely coordinated with the POSHO during both planning and implementation phases to ensure that required safety and health standards are included as part of the project.

15 FAM 936 THROUGH 939 UNASSIGNED